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ABSTRACT

This manual is intended to provide users with a description of the information required by the New York State Library to adequately process a database search. Sections cover computer searching, what it and its advantages are; topic suitability; turnaround time for receipt of a database printout; reference interview to determine search topic; searching tools; success and failure factors of a database search; cost of searching; receipt of citations; and Boolean logic (how the search analyst formulates a search). Appendices present the content, scope, and charges for database use through the State Library, and outline the procedures for submitting requests by teletype--for database searches through the New York State Interlibrary Loan Network (NYSILL)--or by mail through the State Library. Also included are sample database search request forms (NYSILL and mail) and addresses where further questions may be directed. (Author/JD)

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NEW YORK STATE LIBRARY

DATA BASE USERS MANUAL

The University of the State of New York
The State Education Department
The New York State Library
Cultural Education Center
Albany, New York 12230

1979

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I. INTRODUCTION

This manual is intended to provide users with a description of the information required by the New York State Library to adequately process a data base search. It attempts to briefly familiarize the user with the types of requests amenable to computerized searches, and with the content and scope of data bases made available through the State Library. It also outlines the information needed by the New York State Interlibrary Loan Network (NYSILL) for submitting requests by teletype and by the New York State Library for submitting requests by mail.

Through the New York State Library, public, academic, and special libraries, and the general public throughout the State have access on a fee basis to a bibliographic service composed of over 30 data bases in the fields of education, psychology, biological and health sciences, toxicology, business, and current affairs.

The State Library offers libraries, agencies, businesses, and professionals a service for which they would not normally have the time, trained staff, or resources to perform themselves. By using this service the demand for bibliographic data base searches can be adequately assessed before individual institutions budget scarce resources and staff to a data base commitment. Librarians and researchers will also be able to gain valuable experience in a new information technology.

II. COMPUTER SEARCHING: WHAT IS IT AND WHAT ARE ITS ADVANTAGES

The literature of most disciplines in the sciences and social sciences is indexed and abstracted by private firms or government agencies which produce print guides to these bodies of knowledge. Many of these indexes and abstracts, such as Index Medicus and Chemical Abstracts, exist in two forms, i.e., the familiar print form which can be searched manually, and the machine-readable form of the print source that is called a data base. Librarians or information specialists trained as Search Analysts translate the user's information need into a vocabulary and language that the computer will accept. The Search Analysts "query" the data base through

a terminal that may be at a location remote from the computer. They call up or "retrieve" from the data base references that fit the user's specifications. Although the data bases usually correspond to print sources, they can be searched by computer in many ways not possible by manually searching print sources. Thus, a computer search has several advantages over a manual search of the print source.

1. Comprehensiveness

A computer search can retrieve either general information for a broad overview of a field or very specific information on a narrow aspect of a problem. The search can help determine the availability of current literature on a topic.

Articles are generally indexed to greater depth in a data base than in a printed index. Subject terms which are not accessible in the print source are retrievable by computer from the data base. For maximum retrieval, a computerized literature search is often the best source.

2. Efficiency

The computer coordinates the essential concepts of a request and retrieves documents containing all of them. For instance, to find documents on "the effects of a diet high in indigestible carbohydrates on the intestinal absorption of calcium and iron," a researcher would have to check a print source under all related terms for each concept and retrieve only articles indexed under all three concepts.

1	2	3
indigestible carbohydrates	intestinal absorption	calcium
dietary carbohydrates	intestinal secretions	iron
pectin		
cutin		
chitin		
lichtin		
cellulose		
hemicellulose		

With a computer search, this matching is done automatically in much less time. The computer saves the researcher time by locating references and providing clues to their relevance.

3. Specificity

On most data bases, a computerized search can eliminate concepts not desired in the retrieved references. For example, a topic can be limited by date, language, age group, ethnic group, or type of material in order to produce a bibliography custom-tailored to meet the user's needs.

4. Timeliness

The data base is often more current than the print source because it is generally used to produce the printed indexes.

III. SUITABILITY OF A TOPIC FOR A DATA BASE SEARCH

A topic is suitable for a computer search if it involves more than one concept and is appropriate to the data bases available through the State Library. An exception is a single term which is too current or too specific to occur as an index term in a print source. Single term searches will be accepted for Chemline and Toxline because of the numerous synonyms for drug and chemical names.

A topic is not suitable for a computer search if it is represented by a single subject term appearing in the printed index, by an author's name, or by a main heading/subheading relationship. In these cases it is sufficient to photocopy pages from a print source. It is not necessary to use the computer for a linear search, i.e., one represented by a single concept which can be expanded into several related terms. Library users or librarians are well accustomed to searching related terms describing a single concept, such as "astroturf," "grass, artificial," "surfaces," "fields," and "turf, artificial," to retrieve articles. Although a computer would facilitate this search, it is not essential to it. State Library Search Analysts will have the option of accepting or rejecting such linear searches depending upon their complexity.

The user should specify the data base(s) on which a request is to be run. However, if a State Library Search Analyst feels that the data base requested is inappropriate, the user or librarian will be called to approve a data base change.

It may also be advisable to run a request against two or more data bases for the most complete coverage possible. (For a description of the State Library's data bases and costs of searches, see Appendix I).

IV. TURNAROUND TIME FOR RECEIPT OF A DATA BASE PRINTOUT

The requesting librarian or user will receive the data base printout within 7-14 days of the State Library's receipt of the search request. The turnaround time will be affected by 1) how swiftly the request is transmitted to the State Library, 2) the complexity of the request and how quickly it can be processed at the State Library, 3) the time required for the printouts to be sent by mail from the data base vendor to the New York State Library, and 4) the speed of the mail delivery to the requesting site.

Requests submitted through NYSILL will be received 3-4 days sooner than those submitted by mail. NYSILL requests will also be given priority over mail requests.

Every effort is made to process a request the same day it is received at the State Library. Same-day processing is occasionally impossible due to Search Analyst workload, computer or terminal malfunction, or holiday schedules. After the search has been input at the terminal, the bibliography is printed offline in the evening, and after it has been received (through the mail) and examined at the State Library, the printout will be mailed immediately to the requesting site. The printout will be mailed to the requesting library or to the library indicated (w/name and address) on the NYSILL TWX form if other than the requesting library.

New York Times Information Bank requests are usually processed and sent the same day that they are received, as all printing for this data base is done online at the New York State Library.

It must be remembered that the receipt of the printout is just the first step in the research process which may involve procuring materials through interlibrary loan. The user should request all desired materials through a local library which

will, in turn, submit through the regular interlibrary loan channels those requests it cannot fill. Marked printouts will not be acceptable as interlibrary loan requests by the State Library. The data base name with the AN number may be used for ILL verification.

V. REFERENCE INTERVIEW TO DETERMINE THE SEARCH TOPIC

A reference interview will be required for every search request. This will be conducted either by the person submitting the request or by a New York State Library Search Analyst.

After determining that the user has a suitable request and that there is sufficient time to process it, the interviewer should encourage the user to provide a full statement of the search topic. At this initial stage, the interviewer should avoid dependence on the thesaurus and should obtain a clear idea of the request. The interviewer should then elicit the following information about the topic:

1. How the citations will be used, i.e., a few articles for general information, a term paper, or a thorough research study.
2. The user's preference for either a) a narrow search with fewer retrieved citations which exactly meet the search requirements, or b) a broad search with more general citations and more complete coverage.
3. Whether the user is willing to pay extra printing charges or requires only the allowable number of pages (twenty).
4. Alternative ways of describing the topic and synonymous search terms.
5. Definitions of technical terms mentioned in the search statement.
6. Correct spelling of generic and trivial drug names, since misspelling can result in erroneous search results.
7. Geographic, age, sex, grade level, human or animal studies, or ethnic group restrictions on the topic, or subject terms that the user specifically wants excluded.
8. Years the user wants searched in the data base.

9. For Medlars, Psychological Abstracts, CAIN, Pollution Abstracts, Chemical Abstracts, Bionis, SSCI, and Inspec requests, specify if the user wants English language only, or which foreign languages would be acceptable.

10. Scientific as well as common names for plants and animals.

11. A relevant citation to a journal article. This is extremely helpful because the Search Analyst may be able to retrieve this citation online, note the index terms assigned to it, and use them in the search.

12. The user's name and phone number where he/she may be contacted between 9:30 a.m. and 5 p.m. In some cases, it may be necessary for the Search Analyst to contact the user directly.

Users who submit their own requests by mail should include the above information on the New York State Library Request Form (see Appendix V) or in a letter.

VI. SEARCHING TOOLS

Review of the printed index in the presence of the user may help to broaden or narrow the topic if necessary, and may suggest appropriate subject terms. If a user does not have a relevant citation, he/she should choose one from the printed index.

For searches on ERIC, Exceptional Child Abstracts, Medlars, and Psychological Abstracts, it may be helpful to consult the thesauri or print indexes listed below to choose terms that best describe the topic. The thesaurus is preferred because it is a subject authority list with scope notes, cross references, and related terms.

The following is a list of acceptable thesauri and indexes:

ERIC

Resources in Education

Current Index to Journals in Education

Thesaurus of Eric Descriptors, New York, Macmillan Information, 1977.

MEDLARS

Medical Subject Headings (Issued as Part II of January Index Medicus)

Cumulated Index Medicus

Abridged Index Medicus

PSYCHOLOGICAL ABSTRACTS

Psychological Abstracts

Thesaurus of Psychological Index Terms, Washington, D.C., American Psychological Association, 1977.

For searches on all other data bases, it is not necessary to use the printed index or thesauri to suggest terms; merely suggest synonyms. The concise natural language statement, suggested subject terms, or synonyms are the basis for Search Analysts' formulation of the search strategy. Users and interviewers will find Boolean logic helpful in defining the topic, but its use is optional and it need not be included in the request. For a more detailed explanation of Boolean logic, see Section X.

VII. FACTORS INFLUENCING THE SUCCESS OR FAILURE OF A DATA BASE SEARCH

A data base search can be successful only if the user's request statement adequately reflects his/her information needs. The degree to which the search meets the user's information needs is affected by the following factors:

1. The user's ability to describe the search topic.
2. What the user or interviewer thinks the information retrieval system is capable of retrieving.
3. The interviewer's ability to formulate the user's request into natural language.
4. The interviewer's ability to recognize all possible approaches to the topic and to aid the user in broadening or narrowing the topic.
5. The Search Analyst's ability to formulate a search strategy based on the interviewer's interpretation of the user's information needs.
6. The suitability of the data base to the topic.

f. The suitability of indexing terms used in the data base to the user's information needs.

The use of a computer to search a data base does not guarantee that it will retrieve 100% of the citations on a topic, nor will 100% of the citations retrieved be relevant. F.W. Lancaster in Information Systems: Characteristics, Testing and Evaluation has stated that any information retrieval system that achieves a balance of 65% retrieval and 65% relevance is operating near peak efficiency.

The data base search can fail to retrieve all citations on a topic because the search statement was too restrictive and excluded certain subject terms. Citations may be missed as a result of poor search strategy formulation, the indexer's failure to assign a relevant term, or the lack of appropriate index terms to describe the topic. Citations may be irrelevant, even though all the suggested terms appear in the formulation. This happens when there is a false correlation of terms, so that although the specified subject terms appear in the same citation, their relationship is not the one required.

The interactive online search process mitigates some of the above failures because the Search Analyst can modify the subject terms and search strategy when the retrieved citations fail to satisfy the search request. However, if the search strategy adequately represents the user's needs, and allowing for a necessary percentage of irrelevant citations, the computerized search will retrieve a greater number of citations in less time than a manual search.

In order to fairly evaluate the search, users need an understanding of its advantages and disadvantages both in terms of human input and machine manipulation of data. When users are dissatisfied with search results, they should be encouraged to review the search statement and resubmit the request. The Search Analyst may always be contacted for an explanation of the search strategy.

VII. COST OF A DATA BASE SEARCH

The fee schedules for data base searches are based on an estimate of Search Analyst time required to process the request, computer connect time used, number of pages printed, royalties charged by data base producers, and a flat rate service charge for billing in an attempt to partially recover the State Library's costs in providing this extended reference service. Costs and the allowable number of citations are detailed in Appendix I.

Citations will be printed in reverse chronological order giving the most recent citations first. For some data bases, this will mean that the user will receive a search only on the online portion because of the printing restriction. The online portion varies with each data base. "Online" refers to the portion of the data base that is directly available to the Search Analyst. Generally the most recent citations are online. "Offline" files are not readily accessible via interactive terminals. These files are older citations. The Search Analyst must input and store a strategy in the computer. The data base vendor then runs the stored strategy against these back files in the evening and mails the results to the State Library. The following is a breakdown of the online and offline portions of each data base:

		Years	
NAME	ABBREVIATION	ONLINE*	OFFLINE*
AVLINE	AVLI	73-	
BIOETHICS	BIOETH	73-	
BIOSIS	BIOS	76-	70-75
CAIN (AGRICOLA)	CAIN	75-	70-74
CANCERLINE	CANL	73-	63-72
CANCERPROJ	CANP	74-	
CHEM ABS. CONDENSATES	CAC	76-	70-75
CHEMLINE (dict.)	CHEM		
DISSERTATION ABS.	DISS	1861-	

NAME	ABBREVIATION	Years ONLINE*	OFFLINE*
DRUG INFO/ALCOHOL USE/ABUSE	DRUG	76-	
ENVIRONMENTAL IMPACT STATEMENTS	EIST	77-	
EPILEPSYLINE	EPIL	45-	
ERIC	ERIC	66-	
EXCEPTIONAL CHILD ABS.	ECER	66-	
HEALTH PLANNING AND ADMINISTRATION	HEAL	76-	
HISTORY OF MEDICINE	HIST	70-77	
INFORM	INFO	71-	
**INSPEC	INSP	75-	70-74
MANAGEMENT CONTENTS	MGMT	74-	
MEDLARS or MEDLINE	MESH	77-	66-76
MEDOC	MDOC	76-	
NIMIS	NIMIS	74-	
NTIS	NTIS	75-	70-74
NYTIB	NYTIB	69-	
PHARMACEUTICAL NEWS INDEX	PNIA	74-	
POLLUTION ABSTRACTS	POLL	70-	
PSYCH ABSTRACTS	PSYC	67-	
SOCIAL SCIENCES CITATION INDEX	SSCI	77-	72-76
TOXICOLOGY DATA BANK	TDB		
TOXLINE	TOXL	71-	40-70

*Subject to change

** Combines COMPUTER & CONTROL ABS., ELECTRICAL & ELECTRONICS ABS. and PHYSICS ABS.

IX. RECEIPT OF CITATIONS

With the search results the user will receive an explanation of the printout and a cover sheet with the Search Analyst's name and phone number. If the user has any questions about the search results, terms or logic used in the formulation, the Search Analyst should be contacted by phone for an explanation.

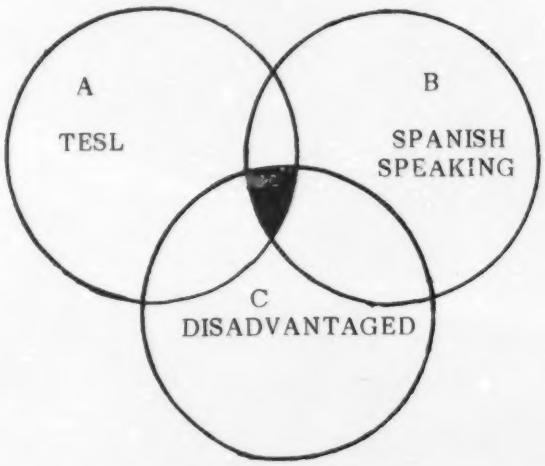
X. BOOLEAN LOGIC (HOW A STATE LIBRARY SEARCH ANALYST FORMULATES A SEARCH)

New York State Library Search Analysts have expertise in many data bases. Upon receiving a request, the Search Analysts evaluate it for appropriateness to data base searching in general and for the data base requested. If the request is inappropriate or needs further negotiation, the user or interviewer will be contacted immediately.

The Search Analyst will determine the essential concepts of the request and modify them to express broader, narrower, or related concepts, depending on the approach that the user desires. Should the user desire high recall (a large number of citations with varying degrees of relevancy), the Search Analyst will either use broad terms or include many related terms in the search strategy. If, however, the user wishes the citations to be low in number and highly relevant, the Search Analyst will use the narrowest (most specific) terms to express the essential concepts of the search. Preliminary manual searching will aid the user in determining whether a broad or narrow approach is desirable.

The terms to describe a request and the Boolean logic with which they are combined constitute the search formulation. The Search Analyst or person submitting the request may find it helpful to construct a Venn diagram to depict the request. In a Venn diagram, circles are used to portray the documents indexed under essential concepts of a request. For instance, a request on the "teaching of English as a second language (TESL) to Spanish-speaking persons but not the disadvantaged"

has three concepts which can be represented:



A AND B NOT C

The shaded portion depicts the documents which satisfy the request. In computer searching, Spanish-speaking might be expanded to include "Mexicans," "Spanish Americans," "Mexican Americans," and "Puerto Ricans." Similarly, "socially disadvantaged," "economically disadvantaged," "disadvantaged youth," and "low-income groups" might represent "disadvantaged."

This expansion of related terms is an intellectual activity performed by the Search Analyst. The computer performs the nonintellectual activity of matching index terms so that only those in the shaded area which satisfy all aspects of the request are retrieved.

APPENDIXES

APPENDIX I

New York State Library Data Base Descriptions and Charges

A. Data Bases:

AVLINE (AVLI)

The AVLINE data base contains detailed bibliographic data on audiovisual materials that support biomedical and dental education. Only materials that have been reviewed and recommended by an interdisciplinary panel of experts are included. The citations contain information on where and how the materials may be obtained, intended audiences and abstracts.

BIOETHICS (BIOETH)

The BIOETHICS data base indexes documents which discuss value questions arising in health care or biomedical research. The humanities and social sciences are emphasized. Journals, monographs, and other data bases are reviewed for pertinent material. BIOETHICS is available from 1973.

BIOSIS (BIOS)

The BIOSIS Previews data base is produced by BioSciences Information Services and contains the citation records for items published in Biological Abstracts and Bioresearch Index. The data base includes original biomedical and biological research reports and reviews of research drawn from journals, monographs, and congress and symposia proceedings. BIOSIS is available back to 1970.

CAIN

The CAIN data base, also known as AGRICOLA, is produced by the National Agricultural Library and contains references to the broad field of agriculture, including agricultural products, agricultural economics and rural sociology, human nutrition, animal industry, forestry, pesticides, soils and fertilizers, and other related subjects. CAIN is available from 1970.

CANCERLINE (CANL)

The CANCERLINE data base, produced by the National Cancer Institute, contains citations with abstracts on cancer therapy, and chemical, viral, and physical carcinogenesis. CANCERLINE covers the material abstracted for Cancer Therapy Abstracts from 1967 and for Carcinogenesis Abstracts from 1963.

CANCERPROJ (CANP)

CANCERPROJ is a collection of summaries of ongoing cancer research provided by cancer scientists in many countries. The file includes summaries from the most recent 2-3 years only.

CHEMICAL ABSTRACTS CONDENSATES (CAC)

CA CONDENSATES, produced by Chemical Abstracts Service, contains citations to the world's literature in chemistry, biochemistry, organic and macromolecular chemistry, analytical and physical chemistry, applied chemistry, and chemical engineering. The data base is available from 1970.

CHEMLINE (CHEM)

CHEMLINE was built by the Toxicology Information Program in collaboration with Chemical Abstracts Service. CHEMLINE contains chemical substance names, generic and trivial names, molecular formulas for all chemicals cited in the TOXLINE data base which are cited by CAS Registry numbers. It is primarily a searching tool for the TOXLINE data base.

DISSERTATION ABSTRACTS (DISS)

The Dissertation Abstracts data base contains citations (no abstracts) to nearly all doctoral dissertations granted in the U.S., as well as a limited number of dissertations from other countries, in all fields. The data base is available from 1861.

DRUG INFO/ALCOHOL USE/ABUSE (DRUG)

The DRUG INFO/ALCOHOL USE/ABUSE data base contains citations to journal articles and unpublished reports on drug and alcohol use, abuse, education, treatment and prevention. The data base is available from 1976.

ENVIRONMENTAL IMPACT STATEMENTS (EIST)

EIST is based on shortened versions of official Federal impact statements. Coverage is from 1977; it includes such topics as air transportation, hazardous substances, urban and social programs, forests, and waste disposal.

EPILEPSYLINE (EPIL)

The EPILEPSYLINE data base contains citations with abstracts to articles from journals abstracted by Excerpta Medica for its Epilepsy Abstracts. The data base includes materials from 1945.

ERIC

The ERIC data base, produced by the National Institute of Education, contains citations to the literature of education and related subject areas, such as library science, administration and budgeting, automation, psychology, and human services. The data base contains the Current Index to Journals in Education and Resources in Education, and is available back to 1966.

EXCEPTIONAL CHILD ABSTRACTS (ECER)

The EXCEPTIONAL CHILD ABSTRACTS data base uses the Thesaurus of ERIC Descriptors and covers education of handicapped and gifted children. It is available from 1966. Please indicate whether a search has been run on ERIC, so that ERIC documents may be eliminated from the Exceptional Child Abs. printout.

HEALTH PLANNING AND ADMINISTRATION (HEAL)

The HEALTH PLANNING AND ADMINISTRATION data base contains selected citations to literature in the areas of health care planning, organization,

financing, management, manpower, and related subjects. The data base is available from 1975.

HISTORY OF MEDICINE (HIST)

HISTORY OF MEDICINE contains citations to monographs, journal articles, symposia, and congresses dealing with the history of medicine, health sciences, related professions, individuals, drugs and diseases. Most of the material has been published between 1970 and 1977.

INFORM (INFO)

Produced by Data Courier, Inc., INFORM contains citations with abstracts from 250 primary management and administrative journals, providing users with information on the "how to" aspect of management and administration. The file is available from 1971.

INSPEC (INSP) see below

COMPUTER & CONTROL ABSTRACTS

A subset of the INSPEC data base, C & C Abstracts contains citations and abstracts to the literature of computers and control engineering. Coverage includes systems and control theory, cybernetics, switching theory, software, logic design and digital techniques, storage devices and peripheral equipment. The data base is available from 1970.

ELECTRICAL & ELECTRONICS ABSTRACTS

The second largest subset of the INSPEC data base, the file provides coverage of both heavy electrical and electronics engineering, and is available from 1969.

PHYSICS ABSTRACTS

The Physics Abstracts portion of INSPEC corresponds to the printed index Physics Abstracts from 1969 on. It indexes journal articles, papers and conference proceedings in the field of physics.

MANAGEMENT CONTENTS (MGMT)

The Management Contents data base covers worldwide literature in business, economics, finance, industrial relations, management, public administration, and government. It is available from 1974.

MEDLARS (MESH)

The MEDLARS data base, also known as MEDLINE, is produced by the National Library of Medicine and contains citations to articles indexed from over 3,000 international biomedical journals. MEDLARS is used to produce the printed Index Medicus, International Nursing Index, and Index to Dental Literature. The data base is available back to 1966.

MEDOC (MDOC)

Medoc is a computerized index to health-related United States government documents. These documents are ordered, received, and indexed at the Spencer S. Eccles Health Sciences Library at the University of Utah.

NATIONAL INSTRUCTIONAL MATERIALS INFORMATION SYSTEM (NIMIS)

NIMIS covers educational media and materials for handicapped children. Handicaps include physical and learning disabilities, vision impairment, behavior disorders, and mental retardation. Media formats described include braille books and cards, teachers' guides, nursery rhymes, maps, audio equipment, learning activity packages, talking books, and toys. Coverage extends to all grade levels, functional levels, and subject fields.

NTIS

The NTIS (National Technical Information Service) data base is derived from Weekly Government Abstracts and Government Reports Announcements. It is published by the U.S. Department of Commerce and contains references to all unrestricted U.S. government research in the fields of biological and physical sciences, engineering, social sciences, business, and technology. It is available from 1970.

NEW YORK TIMES INFORMATION BANK (NYTIB)

This data base contains information on current issues taken from the New York Times and over 80 other newspapers and periodicals. Coverage goes back to 1969.

PHARMACEUTICAL NEWS INDEX (PNIA)

Pharmaceutical News Index indexes newsletters, journals, and reports in the field of pharmaceuticals and drugs. It dates back to 1974.

POLLUTION ABSTRACTS (POLL)

Pollution Abstracts is an index to technical literature on the environment. Scientific research and engineering studies published in journals, monographs, and proceedings have been included. Government reports and selected documents are also indexed. The data base dates back to 1970.

PSYCHOLOGICAL ABSTRACTS (PSYCH)

The Psychological Abstracts data base, produced by the American Psychological Association, contains citations and abstracts from over 800 psychological and behavioral science journals, as well as monographs, technical reports, conference proceedings, and dissertations. It is available back to 1967.

SOCIAL SCIENCES CITATION INDEX (SSCI)

The Social Sciences Citation Index data base, called Social Scisearch, is produced by the Institute for Scientific Information, and provides international coverage of journals in all of the social sciences. It dates back to 1972.

TOXICOLOGY DATA BANK (TDB)

Toxicology Data Bank is a file of chemical, pharmacological, and toxicological data. This information has been extracted from over 80 major textbooks, handbooks, and reference books. Currently, data for 1100 substances is available and will be expanded to 2600 substances.

TOXLINE (TOXL)

Toxline is produced by the Toxicology Information Program at the National Library of Medicine and contains citations with abstracts to literature on human and animal toxicity studies, effects of environmental chemicals and pollutants, adverse drug reactions, and analytical methodology. The sources currently used to produce TOXLINE are:

1. Chemical-Biological Activities, Chemical Abstracts Service, from 1965.
2. Abstracts on Health Effects of Environmental Pollutants, Biosciences Information Service, from 1972.
3. International Pharmaceutical Abstracts, American Society of Hospital Pharmacists, from 1970.
4. Toxicity Bibliography, National Library of Medicine from 1968.
5. Health Aspects of Pesticides Abstracts Bulletin, Environmental Protection Agency, from 1966.
6. Hayes File on Pesticides, 1940-1966.

B. - Charges:

Data Base	Maximum Number of Abstracts or Citations Allowed		Cost Per Search
AVLINE	50	abstracts	$15.00
BIOETHICS	50	abstracts	$15.00
BIOSIS	100	citations	$17.00
CAIN (AGRICOLA)	100	citations	$15.00
CANCERLINE	50	abstracts	$15.00
CANCERPROJ	50	abstracts	$15.00
Chemical Abstracts	100	citations	$17.00
Chemline	50	abstracts	$15.00

Data Base	Maximum Number of Abstracts or Citations		Cost Per Search
Dissertation Abstracts	100	citations	$15.00
Drug Info/Alcohol Use/Abuse	100	citations	$15.00
Environmental Impact Statements	10	abstracts	$15.00
EPILEPSYLINE	10	abstracts	$15.00
ERIC	10	abstracts	$15.00
Exceptional Child Abstracts	10	abstracts	$15.00
Health Planning & Administration	100	citations	$15.00
History of Medicine	10	abstracts	$15.00
INFORM	10	abstracts	$20.00
INSPEC	10	abstracts	$20.00
Management Contents	10	abstracts	$20.00
MEDLARS or MEDLINE	100	citations	$15.00
MEDOC	100	citations	$17.00
NTIS	10	abstracts	$15.00
New York Times Information Bank	depending on connect time		$20.00-$40.00
Pharmaceutical News Index	100	citations	$15.00
Pollution Abs.	100	citations	$17.00
Psychological Abstracts	10	abstracts	$15.00
Social Sciences Citation Index	10	citations	$20.00
Toxicology Data Bank	10	abstracts	$15.00
TOXLINE	10	abstracts	$15.00

Abstracts are provided if they are available. Abstracts or citations above the limits noted are available at an additional charge of 15 cents per page of printout.

Appendix II

Procedures for Submitting Requests for Data Base Searches Through New York State Interlibrary Loan Network (NYSILL)

Requests for data base searches should be submitted to the State Library via a NYSILL transmission site using the NYSILL subject request format. The data base requests will be transmitted once daily with the region's interlibrary loan requests.

The subject request format consists of the *R, *L, and *N fields. The *R field contains an identification number for the library submitting the request, a code for the system transmitting the request if applicable, and a consecutive number for the request. The *L field contains codes for the type of material requested (T=data base search request), referral ineligibility, user status, and the first three digits of the Dewey call number representing the subject of the request. The following user status codes should be used:

F Faculty of a college or community college

S Student

I Business and Industry

P Professional (secondary school teacher, lawyer, artist, etc.)

R Residents of Correctional Institutions

O Other

All data base requests transmitted through the NYSILL network must include the following information within the *N field:

(A) Abbreviations for Data Bases to be Searched:

AVLI	=	AVLINE
BIOETH	=	BIOETHICS
BIOS	=	BIOSIS
CAC	=	CHEMICAL ABSTRACTS CONDENSATES
CAIN	=	CAIN (AGRICOLA)
CANL	=	CANCERLINE
CANP	=	CANCERPROJ
CHEM	=	CHEMLINE
DISS	=	DISSERTATION ABSTRACTS

DRUG	-	DRUG INFO/ALCOHOL USE/ABUSE
EIST	-	ENVIRONMENTAL IMPACT STATEMENTS
EPIL	-	EPILEPSYLINE
ERIC	-	ERIC
ECER	-	EXCEPTIONAL CHILD ABSTRACTS
HEAL	-	HEALTH PLANNING & ADMINISTRATION
HIST	-	HISTORY OF MEDICINE
INFO	-	INFORM
INSP	-	INSPEC (contains COMPUTER AND CONTROL ABSTRACTS, ELECTRICAL AND ELECTRONICS ABSTRACTS, PHYSICS ABSTRACTS)
MGMT	-	MANAGEMENT CONTENTS
MESH	-	MEDLARS or MEDLINE
MDOC	-	MEDOC
NIMIS	-	NIMIS
NTIS	-	NATIONAL TECHNICAL INFORMATION SERVICE
NYTIB	-	NEW YORK TIMES INFORMATION BANK
PNIA	-	PHARMACEUTICAL NEWS INDEX
POLL	-	POLLUTION ABSTRACTS
PSYC	-	PSYCHOLOGICAL ABSTRACTS
SSCI	-	SOCIAL SCIENCES CITATION INDEX
TDB	-	TOXICOLOGY DATA BANK
TOXL	-	TOXLINE

(B) Quota or Non-Quota:

Q - - - - - - - - - - Indicates that the search request should be considered as part of the system's "free" monthly quota of searches.

NQ - - - - - - - - - Indicates that the system will pay for the search.

(C) Purpose of Search:

info — information

tp —— term paper

rs —— research

sp —— speech

(D) Approach to search that the NYSL Search Analyst should take:

Narrow — fewer retrieved citations which exactly meet the specified requirements.

Broad —— more general citations with more complete coverage.

(E) Search Statement:

Natural language statement of the search request. No abbreviations should be used in this data element.

(F) Suggested Subject Terms:

No abbreviations should be used in this data element. Terms may be chosen from the controlled vocabulary thesauri or from the print counterpart of the data base. (See Section VI)

(G) Time Period to be Searched:

Specify dates - one of the following:

1. date to present (e.g., 1976 - pres.)
2. cyo - current year only
3. online - online years only (See Section VIII)
4. all yrs. - all years available

(H) Language Restrictions:

Use the first three letters of each language, i.e., eng, fre, ita, ger, rus, spa, etc. Language can be limited only on the following data bases: CAIN, INSPEC, Medlars, Pollution Abs., Psychological Abs., TOXLINE, BIOSIS, Chem Abs., SSCI.

(I) Special Restrictions:

Human only, age groups, ethnic groups, geographic regions.

(J) Excess printing charges:

All — indicates that user is willing to pay 16¢ per page printing charges for any pages above 20.

(K) Recent Journal Citation (If available):

— Indicate author(s) name(s).

— Record the title of the article up to the first punctuation mark.

— Use a standard abbreviation for the journal title.

— Use a standard form of journal citation: month, year, volume, and number.

(L) Abstracts or Citations only:

For data bases from which abstracts are available indicate which is desired, citations with abstracts or citations only. There is a limit of either 100 citations only or 50 abstracts with each search from one of these data bases.

(M) Requesting librarian's name and phone number (include area code):

NAME, PHONE (LIBN)

(N) Patron's name and phone number (include area code):

NAME, PHONE (USER)

(O) Member library address where the search results are to be sent if different from that indicated in the *R field:

SEND TO: NAME, ADDRESS

If the *N field will exceed the 460 character limit, the request can be input as two or more separate records. Successive records should have an identical *I field, but receive the next consecutive number in the *R field, and have a "CONT." other than in the *N field.

Requests for searches to be run on multiple data bases must be input as separate records and will count as separate requests toward the quota.

The following is an example of a search request in the proper NYSILL format:

*R CN3R-4-161-1

*I T-I-F-150

*N Psych. Q. RS. Narrow. Intermediate care for the mentally retarded. All types of mental retardation, halfway houses, 1970 pres. Eng. Ages 0-21. all. Davis, R. "A social work model for training state surveyors and service providers of intermediate care facilities for mentally retarded persons." DAI, Nov. 76. V. 37. Citations only. Mary Smith (libn). (315) 423-4161. John Jones (user). (315) 423-3521.

Libraries normally served by NYSILL transmission sites must submit their data base requests through that site. The form in Appendix IV may be used either by libraries to send their data base requests to the transmission site, or by the person accepting telephone requests at the transmission site. (Mail requests should be submitted on the form in Appendix V.)

APPENDIX III

Procedures for Submitting Requests for Data Base Searches by Mail

Mail requests will not be accepted from those libraries which are normally served by NYSILL transmission sites. All requests which are to be considered part of a system's quota of free searches must be submitted through a NYSILL transmission site.

Mail requests should be submitted on the Search Request Form in Appendix V and directed to:

Data Base Services
New York State Library
Cultural Education Center
Empire State Plaza
Albany, New York 12230

For telephone requests, please contact one of our Search Analysts at (518) 474-3232.

APPENDIX IV

DATA BASE SEARCH REQUEST

Date sent to NYSILL trans. site _____

Circle appropriate abbreviation where possible

Patron Status: S F I P R O

1. Data bases to be searched: MESH ERIC NYT PSYCH BIOS

   Other (specify) _____

2. Purpose of search/approach to search (info, tp, rs/narrow, broad)

3. Statement of Search Topic

4. Subject terms or synonyms

5. Time period to be searched: cyo online specify dates _____

6. Language restriction: Eng ger fre rus spa other: _____

7. Topical restrictions:

8. Relevant, recent journal citation:

9. Librarian's name and telephone number (use initial for forename/include area code):

FOR USE BY NYSILL TRANSMISSION SITE

Date Received _____ Date Transmitted _____

Request sent from interview site by _____ mail _____ teletype _____

TELEPHONE _____ DELIVERY SYSTEM _____

Referring Librarian's name and telephone number, user's name and telephone number must be included so that the NYSL Search Analyst can contact the end-user or reference librarian to clarify the request.

Include area code with all telephone numbers.

APPENDIX V

NEW YORK STATE LIBRARY
DATA BASE NAME_____ DATA BASE SEARCH REQUEST

DATE REQUESTED_____
DATE NEEDED_____

USER NAME_____
POSITION_____PHONE_____

REFERRING LIBRARIAN_____PHONE_____
INSTITUTION_____
ADDRESS_____
_____

SUBJECT REQUEST: Please give a complete description of the information needed including synonyms for technical terms. Define any terms that have special meaning in the context of your request. Indicate any aspects of the subject that are to be excluded.

_____

Please list a recent relevant reference:

Indicate preference:
_____Narrow search with fewer references right on the subject.
_____Broader search with more general references and more complete coverage.

Please answer:_____yes _____no
Want all references retrieved printed and will pay printing charges on a per page basis for every page exceeding twenty (20) pages.

Indicate approximate number of references expected or desired:
_____0-25 _____25-50 _____50-100 _____over 100

*Restrictions applicable:
_____humans only Specify age groups or levels:_____
_____animal experiments only (specify animals):_____
_____U. S. only specify languages:_____
Other:_____

Time period to be searched:
_____Current year only _____last 3-5 years _____other (specify)

Purpose of search:_____information _____term paper _____research
_____speech _____other:_____

APPENDIX VI

Whom to Contact for Information

Information on data bases and questions concerning search results or delayed searches should be directed to:

Data Base Services
New York State Library
Cultural Education Center
Empire State Plaza
Albany, New York 12230
(518) 474-3232

Questions concerning billing and other services should be directed to:

Collection Management/Network Services
New York State Library
Cultural Education Center
Empire State Plaza
Albany, New York 12230
(518) 474-5955

Questions on the NYSILL transmission format and requests for training should be directed to:

George Messmer
New York State Library
Cultural Education Center
Empire State Plaza
Albany, New York 12230
(518) 474-7890